

Retention and Classification Report

Agency: Public Service Commission (810)

160 East 300 South, 4th Floor
P.O. Box 144558
Salt Lake City, UT 84114-4558
801-530-6713

Records Officer Gary Widerburg

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AGENCY: Public Service Commission

SERIES: 7281

3

TITLE: American Express monthly statement

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summary reports generated by American Express showing expenditures made by state employees involving American Express. It consists of a monthly accounts control report, giving the cardholder, the account number, and the amount of charges.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

Although this record has not yet been audited, the potential for an audit does exist. For this reason the record should be retained for three years.

AGENCY: Public Service Commission

SERIES: 640

3

TITLE: Annual reports

DATES: 1917-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of Public Service Commission activities for each year. Information includes agency activities, agency staff, history, utilities, electricity, natural gas, telecommunications, water, legislation, and fiscal and financial operations.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 640

TITLE: Annual reports

(continued)

APPRAISAL:

Historical

Annual reports document agency history and functions. These records have ongoing value to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 7286

3

TITLE: Annual work program

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report based on real costs to the agency for employees, documenting the employee cost to date plus projected and budget totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This record has administrative value only.

PRIMARY CLASSIFICATION:

Private

AGENCY: Public Service Commission

SERIES: 7282

3

TITLE: Budget background records

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are working papers, cost statements, drafts of appropriation language sheets, and other rough data used in the preparation of annual budget estimates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Public Service Commission

SERIES: 667

3

TITLE: Case abstracts

DATES: 1928-

ARRANGEMENT: Chronological by year, thereunder numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are summary abstracts produced by the Public Service Commission. The documents detail and summarize the dispositions and orders issued by the Commission as a result of formal Commission hearings. Information contained in these documents is summary of papers filed, appearances, orders issued, and dispositions of hearings. These documents are arranged alphanumerically by individual case.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is due to the value of this material to researchers.

AGENCY: Public Service Commission

SERIES: 667

TITLE: Case abstracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 642

3

TITLE: Case files

DATES: 1917-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. The case files represent pleadings before the commission in the form of complaints, applications, or petitions which required a formal hearing. Cases not requiring a formal hearing were referred to as informal cases and comprise a separate series. Complaints could be brought by the commission's own motion or by any person or organization claiming a utility to be in violation of any law, rule, or order. Applications may include requests for certificates of convenience and necessity, contract carrier permits, interstate licenses, rate increases, rate reductions, relief from discriminatory charges, establishment of railroad crossings, switch connections and spurs, school bus crossings, and various other actions. The commission's jurisdiction extended over every gas, electric, telephone, telegraph, water, heat, transportation, and warehouse corporation which served the public for compensation. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917. These records are also commonly referred to as formal hearings, proceedings, or dockets.

RETENTION:

Retain 12 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 04/18/2005

AGENCY: Public Service Commission

SERIES: 642

TITLE: Case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1917 through 1993. Retain in State Archives permanently.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

Administrative Historical

These records have historical value to documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305

AGENCY: Public Service Commission

SERIES: 13735

3

TITLE: Contracts and agreements

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Public Service Commission

SERIES: 7275

3

TITLE: Deposits with State Treasurer

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office. These records include documentation of payments from the utility companies to the agency.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Public Service Commission

SERIES: 7275

TITLE: Deposits with State Treasurer

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 24312

3

TITLE: Dockets

DATES: 2002-

ARRANGEMENT: Chronological by docket number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains documents submitted to the Public Service Commission along with orders and notices sent out by the Public Service Commission. These documents have been organized into dockets pertaining to the year, the case opened, the company involved, and the numeric order of cases opened by the specific company. The cases contained in these dockets have been closed and have been saved in the Public Service Commission library. These dockets may also contain reporter's transcripts from hearings held before the Public Service Commissioner or the Public Service Commission's Administrative Law Judge. May also include correspondence, exhibits, notices, orders, transcripts and supporting documentation.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Public Service Commission

SERIES: 24312

TITLE: Dockets

(continued)

APPRAISAL:

Administrative Historical Legal

This appraisal is based on the value of these documents to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 16952

3

TITLE: Hearing transcripts

DATES: 1928-

ARRANGEMENT: alphanumeric by utility name, hearing number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transcripts of hearings before the Public Service Commission. They are transcribed on request from shorthand notes of the commission's reporter. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 16952

TITLE: Hearing transcripts

(continued)

APPRAISAL:

Administrative Historical

A five year retention has been set for this record at the request of the commission. A sampling of the transcripts is suggested as there is research value in the records both as to the economic information on public utilities and as to the function of the commission. However, retention of all transcripts is not recommended for two reasons: 1) the transcripts are not complete--transcripts are not made for all hearings; 2) the volume of the record is too great to make preservation of all of them practical.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 747

3

TITLE: ICC Wycoff case file

DATES: 1952-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 7279

3

TITLE: Interdepartmental transfers

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a request to transfer funds to another agency's account.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Public Service Commission

SERIES: 698

3

TITLE: Investigation and suspension docket files

DATES: 1918-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Records relating to investigations of various utilities operating in Utah. Individual files may contain such documents as: complaints, findings, orders, printed reports of proceedings, exhibit documents, objections, notes, and correspondence between the commission and utilities.

RETENTION:

Retain Archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records document investigations and penalties imposed on various utilities operating in Utah.

AGENCY: Public Service Commission

SERIES: 698

TITLE: Investigation and suspension docket files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 618

3

TITLE: Minutes

DATES: 1945-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents the activities and orders of the Public Service Commission in regard to motor carriers, utilities (electric, natural gas, etc.), etc.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have evidentiary value and serve as a history of Public Service Commission actions. They contain minutes of open meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Public Service Commission

SERIES: 618

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: Public Service Commission

SERIES: 7284

3

TITLE: Payroll posting to position control

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports from the Division of Finance indicating the status of agency payroll transactions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Public Service Commission

SERIES: 7285

3

TITLE: Payroll register

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Public Service Commission

SERIES: 7276

3

TITLE: Preliminary payroll

DATES: 1983

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Public Service Commission

SERIES: 7277

3

TITLE: Printing work orders

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Public Service Commission

SERIES: 24984

3

TITLE: Proprietary case file documents

DATES: 1987-

ARRANGEMENT: Chronological by year and therein by case number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These documents are parts of case files generated by the Public Service Commission during the formal hearing process. These documents are under protective order by the Commission, are not available for public inspection (U.C.A. 63-2-304), and are stored separately from the original case file. Information in these documents may include, but is not limited to, detailed information about pricing factors, location, confidential company financial information, trade secrets, contract agreements, contracts, complaints, testimony, exhibits, rate services, and cost figures. These documents are referenced on the hearing docket index.

RETENTION:

Retain 15 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Public Service Commission

SERIES: 24984

TITLE: Proprietary case file documents

(continued)

APPRAISAL:

Administrative Historical Legal

These documents have been appraised as historical, administrative, and legal because they are official documents generated by a regulatory board, and are subject to litigation, audit, and historical research. These documents are to be considered public upon transfer to State Archives.

PRIMARY CLASSIFICATION:

Protected U.C.A. 63G-2-305

AGENCY: Public Service Commission

SERIES: 16946

3

TITLE: Shorthand notes of public hearings

DATES: 1975-

ARRANGEMENT: Alphanumerical by utility name and hearing number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the complete records of all hearings before the Public Service Commission as recorded by the recorder under the requirements of UCA 54-7-11. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until transcript is certified as correct and then destroy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

According to UCA 54-7-15, a request for a rehearing of an order or decision of the Commission must be filed within twenty days of the issuance of the order or decision. If the rehearing is denied, an appeal may be made to the Supreme Court within thirty days. According to the staff, when an appeal reaches the court, the transcript is forwarded to the court and remains there until the case is resolved. Therefore, a one year office retention is sufficient to allow for appeal purposes. Should a public utility fail to obey a commission order, a complaint must be filed within

AGENCY: Public Service Commission

SERIES: 16946

TITLE: Shorthand notes of public hearings

(continued)

two years at the latest (UCA 54-7-20). Any legal purpose for the record should expire after three years. Discussion with the staff shows that the Commission has no use for the record after three years. As these notes are unintelligible to the general public, they have no long-term research value.

AGENCY: Public Service Commission

SERIES: 738

3

TITLE: Southern Utah Power Company cost study records

DATES: 1939-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Public Service Commission

SERIES: 738

TITLE: Southern Utah Power Company cost study records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 13736

3

TITLE: Tariffs

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are documents that are related to tariffs imposed by the Commission.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 16953

3

TITLE: Transportation docket

DATES: 1982-

ARRANGEMENT: alphabetical by carrier name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of applications by carriers such as trucks and buses to carry on interstate commerce and the decision by the commission whether to issue the necessary certificate. This authority is granted under UCA 54-6-17. This record includes application to operate, insurance certificate, balance sheet, copy of contracts, copy of permit, copy of articles of incorporation, notice of filing, affidavit of publication, notice of pre-hearing conference, verified certification of shipper or witness support to Public Service Commission, dismissal, summary order of withdrawal, and report and order granting certificate. Information includes the name and address of the company, the name and address of the attorneys, the date of hearings, the date of the orders, the reason why the certificate is requested, and financial information on the corporation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

Although UCA title 54 addresses the requirements for intrastate carriers to receive certification from the Public Service Commission, it does not specify how long the record should be retained. Discussion with the staff indicates that there is no

AGENCY: Public Service Commission

SERIES: 16953

TITLE: Transportation docket

(continued)

need to refer to the records more than ten years old. A six month retention in th office is recommended because one the final decision on the applications has been given, reference to the file is infrequent.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 7280

3

TITLE: Travel requests and vouchers

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 735

3

TITLE: Uintah Power Company cost study records

DATES: 1955-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Public Service Commission

SERIES: 735

TITLE: Uintah Power Company cost study records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 22597

3

TITLE: Utah Relay Service National Exchange Carrier Association records

DATES: 1988-1999

ARRANGEMENT: none

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the Utah Relay Service's work in conjunction with the National Exchange Carrier Association (NECA) which establishes long distance rates and other standards for interstate telephone calls via telecommunication devices for the deaf (TDDs), teletypewriters, or text telephones, all of which are commonly referred to as TTYs. The records series includes correspondence, interstate minutes reports, and records of long distance and (800) phone calls handled by the Deaf Relay Center.

RETENTION:

Retain 3 years after the Deaf Relay Center closes in January 2000.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Public Service Commission

SERIES: 22597

TITLE: Utah Relay Service National Exchange Carrier Association records

(continued)

APPRAISAL:

Administrative

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

PRIMARY CLASSIFICATION:

Public

AGENCY: Public Service Commission

SERIES: 7278

3

TITLE: Warrant requests

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are requests from the agency to the Division of Finance to pay vendors for supplies and/or services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public